



Montana OPI MTSS Regional Consultant Job Description

Job Title: MTSS Regional Consultant

Job Description: The MTSS Regional Consultant supports local districts/schools in the implementation of Multi-Tiered System of Supports (MTSS). The goal of the Regional Consultant is to build internal capacity within the district/building to implement and sustain MTSS practices. The Regional Consultant, in collaboration MTSS staff, works with Internal Facilitators in buildings/districts and their leadership teams through the provision of professional development, technical assistance and coaching.

Essential Job Functions: In collaboration with MTSS staff, the Regional Consultant will:

- Establish and maintain contact/communication with assigned schools' site facilitators.
- Train and support internal facilitators and local school personnel to develop, implement, evaluate and sustain MTSS practices by providing evidence based professional development, technical assistance, and coaching strategies.
- Support MTSS implementation in local districts/schools by providing evidence-based professional development trainings and facilitating networking meetings.
- Meet with district and/or school leadership teams of participating districts to assess needs and identify goals for MTSS implementation.
- Align professional development, technical assistance and coaching to participating districts' MTSS implementation goals.
- Coordinate assigned sites' participation in MTSS data collection tools.
- Support the collection and analysis of implementation data to ensure high fidelity of implementation of MTSS activities/plan.
- Serve as liaison between MTSS staff and internal facilitators in local schools.
- Support internal facilitator in the collection of evaluation data for MTSS staff. Provide reports as agreed upon with the MTSS staff.
- Participate in broader area trainings as agreed upon with MTSS staff.
- Collaborate with internal facilitator to provide training and support to parent organizations in order to foster parent engagement and partnerships.
- Participate in the development of professional development materials and resources. Participate in networking opportunities with other internal facilitators, regional consultants and MTSS staff.
- Communicate effectively using a variety of technology tools and techniques.

- Accept other duties related to the scope of the job as assigned by the MTSS staff. These duties could include, but are not limited to attending CSPD council meetings in their region; meeting with other MTSS regional consultants, presenting sessions on MTSS topics at state and national conferences; assisting in the development of a yearly state MTSS action plan; planning and providing state and regional training for facilitators; coaching and supporting facilitators with communication of information and problem solving issues that arise.

Qualifications: Regional Consultants will exhibit knowledge of research related to MTSS and the practices and processes of the Montana MTSS model. The regional consultant will:

- Support and respect the Montana MTSS process and philosophy.
- Maintain the confidentiality of school and student records and observe professional lines of communication with individuals inside and outside the school system.
- Observe and respect professional boundaries when sharing information about the MTSS process at individual sites.
- Understand systems level change and learn strategies to promote positive collaborative relationships among stakeholders.
- Envision and clearly communicate the system and processes of MTSS to leadership teams, staff, parents, and community members to build understanding and commitment of school improvement best practices.
- Understand the critical components necessary for implementation and maintenance of an effective MTSS plan.
- Understand and apply strategies to align professional development practices to support the implementation of MTSS plan.
- Understand the role of parents as partners in the MTSS process and learn strategies to engage parents as leaders and involve them in the process.
- Understand systems level change and learn strategies to promote positive collaborative relationships among stakeholders.
- Envision and clearly communicate the system and processes of MTSS to leadership teams, staff, parents, and community members to build understanding and commitment of school improvement best practices.
- Understand the critical components necessary for implementation and maintenance of an effective MTSS plan.

In addition, the regional consultant will demonstrate skills in the following areas.

Coaching:

- Understand the role of a coach as building capacity to improve student outcomes.
- Provide coaching to school teams by modeling, practice and guided feedback.

- Utilize active listening skills, open- and closed-ended questioning, paraphrasing and clarifying statements when coaching.
- Utilize coaching tools to manage time, prioritize tasks and follow through on activities and communication.
- Learn strategies to self-reflect and incorporate feedback into coaching skills.
- Learn strategies and tools to facilitate communication with leadership teams, staff, parents, and the community.
- Use the problem solving process to address coaching challenges and barriers to implementation.

Leadership and Commitment Building:

- Understand systems level change and learn strategies to promote positive collaborative relationships among stakeholders.
- Envision and clearly communicate the system and processes of MTSS to leadership teams, staff, parents, and community members to build understanding and commitment of school improvement best practices.

Effective Teaming:

- Understand the stages of team development and how to facilitate moving a team through a change process.
- Understand, apply, and facilitate the steps in the problem solving process at each tier.
- Understand the critical components of effective teams and facilitate effective team meetings.
- Understand roles and responsibilities of district and building leadership teams to oversee all school improvement activities, including evaluation and strengthening of Tier 1 curricula, instruction, and environment.
- Understand roles and responsibilities of grade level teams, along with support staff, to strengthen Tier 1 and build Tier 2 and Tier 3 supports.
- Understand roles and responsibilities of individual problem solving teams.

Data Based Decision-Making:

- Understand the four purposes of assessment and identify evidence-based tools for each purpose.
- Understand and identify evidence-based screening tools, both to evaluate the Tier 1/core curricula and instruction and to identify at risk students through the use of cut scores.

- Understand and identify evidence-based progress monitoring tools, including their use in setting appropriate goals, and the establishment and use of standard rules for making decisions about students' response to interventions.
- Understand the use of evidence-based tools to evaluate Tier 1, as well as, Tier 2 and Tier 3 supports.
- Understand and apply concepts and principles of data based decision making across the tiers.

Curricula, Interventions, and Instruction:

- Understand evidence based curricula and interventions and assist in the selection of curricula and interventions that will reach the most students based on district demographics (areas of literacy, math, behavior/social emotional learning).
- In the area of literacy, understand the Language/Literacy Continuum and how to select the most effective curricula and interventions, matched to student needs.
- In the area of instruction, understand best practices of effective instruction and matching instruction based on district demographics and student needs.
- In the area of social emotional behavior, understand best practices of effective intervention, and the use of function-based support based on applied behavior analysis.
- Understand the importance of high treatment integrity and assist in developing an effective treatment integrity process.